

Bard Visual Resources Center Tutorials: How to create an Omeka Exhibition

All Omeka exhibits follow the same structure. Each exhibit contains an introduction/description along with multiple "pages". Pages contain items pulled from the Omeka archive along with interpretive text. Think of your virtual exhibit as you would an actual museum exhibit. You are the curator pulling items from various collections. The exhibit may span several rooms (pages) that each focus on a particular sub-topic or idea, connected by a central theme.

Start from the administrative dashboard at **Omeka.bard.edu/admin**. Login using the login credentials supplied by your professor.

Click on **Exhibits** on the left side menu and click the **Add an Exhibit**. You will arrive at an Exhibit Metadata page.

- **Title:** enter your Exhibition title
- **Slug (no spaces or special characters):** This is a shortened exhibit name that will appear in the website URL
- **Credits:** Optional: These will appear with description on the public site.
- **Description:** An introduction to the entire exhibit that appears on the public site.
- **Tags:** Optional: Tags help associate exhibits with other items in your archive.
- **Theme:** By default, "Current Public Theme" is selected.
- **Save**

Pages:

To create a new page, click **Add Page**. To edit a pre-existing page, click on the page title.

Add Page Metadata:

- Title: a title for your Page
- Slug: shortened page title that sets the end of the URL address

Select a layout for your **Content Block**. This will be the layout for your first page.

Click **Add New Content Block**

If you have chosen a layout with image thumbnails you will be prompted to **Add an Item**.

To attach an Item, select from the list of recently added items or **Show Search Form**.

Optional: Provide a short caption for the image and click **Apply**.

To populate text boxes, simply type or paste your text into the box. The blue HTML button on the far right opens a new window where you can use HTML tags to perform other functions.

Once you have finished adding images and text click on **Save** or **Save and Add Another Page**. You can choose a different layout for each page that you add.

PLEASE NOTE: To delete a Page click on the “X” next to the page title then click Save Changes. Clicking on the brown Delete button on the top right will delete the whole exhibition.